

DATE: April 26, 2006

TO: Office of Drinking Water Staff

THROUGH: J. Wesley Kleene, PhD, P.E., Director  
Office of Drinking Water

THROUGH: Steve Pellei, P.E., Director  
Division of Technical Services

FROM: Eric Herold, P.E., Chairman  
ODW Sampling Committee

SUBJECT: SAMPLE COLLECTION & ANALYSIS – Special Sampling Procedures

RELATED: WM866 (Emergency Sampling Using DCLS)

**SUMMARY:**

This Memo establishes the policy and procedure for conducting Special Sampling. The Special Sampling Program allows ODW staff to react quickly to accidents, emergency, or other non-routine conditions while avoiding some of the limitations that may be imposed through the use of DCLS. *It is not the intention of this memo to cover known, suspected or threatened intentional contamination events (i.e. acts of terrorism).*

**BACKGROUND:**

There occasionally exists a need for the collection of water samples for chemical and bacteriological analysis outside the routine compliance samples taken by a waterworks. The need for these special samples often is generated by public health concerns that cannot be addressed through routine sampling schedule requirements. In most instances there is a need for quick, concise, and deliberate action in the collection and analysis of these special samples.

Working Memo 866 establishes procedures and guidelines for utilizing the Division of Consolidated Laboratory Services for the collection of Emergency Drinking Water Samples and should be followed when possible. However, there are many circumstances where use of DCLS may not be possible due to the restricted guidelines, availability of sample containers and/or time constraints. The Special Sampling Program will allow the use of approved private laboratories for emergencies, accidents and non-routine samples not addressed in Working Memo 866.

**SAMPLE TYPES**

Listed below are instances where special sampling may be appropriate:

- A. Investigative Tool – Special sampling may be employed to evaluate a possible contamination event, public complaint, special request, or other perceived or real threats to public health when routine monitoring (or the lack thereof) may not yield sufficient or timely information. This may also include the investigation and verification of suspicious or problematic analysis results, or the investigation of newly discovered waterworks.

- B. Requested Samples – Special sampling includes requests from the Central Office, EPA, or local Health Director. This may include assistance in epidemiological investigations and public health issues. Pre-rule implementation and post-rule investigations are also included in this category. Additional information on the use of DCLS can be found at ODWSHARE:\13-DCLS\02-Special Projects.
- C. Enforcement Action Support – Special sampling may be used for information gathering to support enforcement actions.

Samples that are explicitly prohibited under this guidance are:

- compliance samples,
- any samples that the owner of a waterworks can be required to collect at the waterworks expense,
- source development samples, or
- samples for non-public water supplies.

Note: The Special Sampling Program allows ODW staff to react quickly to accidents or emergency conditions such as natural disasters, roadway accidents or suspected water supply contamination events. Contaminations declared as HAZMAT, terrorist or FEMA events may have an outside source of funding available for reimbursement. This reimbursement is to be sought when applicable but need not be a requirement for a decision on whether or not sampling should take place.

## IMPLEMENTATION

The Field Office will implement the Special Sampling Program in the following manner:

### Step 1 - Laboratory Selection

Field Directors are responsible for establishing in advance laboratories which will be used for special sampling. The laboratory selected may include the Division of Consolidated Laboratory Services as well as any certified laboratories on the DCLS approved listing for the appropriate analytical method (See <http://dcls.dgs.virginia.gov/pdf/Lablist.pdf> for current list of approved laboratories). Private laboratories on the State Contract list (eVA) should be used and may be found at [www.eva.virginia.gov](http://www.eva.virginia.gov). Use of private laboratories not on eVA may result in additional costs to the agency. Each Field Director will contact selected private laboratories directly to establish procedures for:

- (a) Obtaining the needed sample container/forms;
- (b) Delivery of samples to the private laboratory;
- (c) Submission of analysis results directly to the Field Office and/or Central Office Lab Administrator;
- (d) Submission of private laboratory invoices directly to the Field Office.

Field Directors should use the following criteria when selecting private laboratories:

- Cost of the analysis
- Cost of shipping
- Availability of obtaining/storing sample containers
- Business hours and how this would relate to dropping off sample containers
- Weekend sampling availability
- Timeliness of getting sample results

### Step 2 - Sample Kit Storage

Where feasible, Field Offices may stock sample kits that would be considered appropriate to have on hand in cases of time sensitive events. Inventory should be managed such that the shelf-life for sample kits is not exceeded. An acceptable alternative to storing kits at the Field Office would be to make special arrangements with the lab for as-needed kit pick up.

### Step 3 – Authorization to Collect Special Samples

Field Office staff must obtain permission from the Field Director to collect the special samples. Field Directors are free to delegate this authority or establish standing orders to allow the staff to easily collect special samples during routine or non-routine field activities. Field Directors (or delegatee) should use the following criteria when considering whether to authorize special sampling:

- Potential for impacting public health
- Additional risks incurred by delaying sampling
- The need for VDH pro-activity in high profile incidents
- Cost of the analysis/shipping
- Existing expenditures and time until end of year

### Step 4 – Field Office Special Sample Documentation

Field Offices are to maintain a listing of all samples collected and expenses incurred under this special sampling program. This list should include the waterworks PWSID, waterworks name, date and time sample collected, collectors name, date analysis results received, the cost of the analysis, and justification. The Field Office will enter this information in the spreadsheet located on ODWSHARE\03-Committees\Sampling Committee\Special Sampling Tracking\Field Office Special Sampling Inventory Spreadsheet.xls. The information must be updated on a quarterly basis at a minimum and will be utilized by the Central Office staff in developing future needs.

### FUNDING

The projected costs of special sampling will be established annually by the Director of Technical Services (or designee) based on supporting data being submitted by the field offices. The anticipated level of funding is intended to meet the special sampling needs of the entire ODW, and will not be allocated to the individual field offices. The Division of Technical Services will periodically audit the tracking database, notify all field offices when the actual annual expenditures reach 50% and 75% of the projected needs, and advise field offices of modifications or restrictions on future spending for special sampling.

All private laboratories shall submit invoices directly to the field offices. The field offices will complete the appropriate voucher for each laboratory invoice and submit the voucher with an attached copy of the laboratory invoice to the ODW Business Manager for payment.

END OF MEMO

Commonwealth of Virginia  
Department of General Services  
Division of Consolidated Laboratory Services

**ANNUAL CERTIFIED PARAMETER LIST  
FOR DRINKING WATER  
July 1, 2005 - June 30, 2006**

**Microbiology:**

**MIC C1-C8**

- C1: P/A
- C2: ONPG-MUG
- C3: MF
- C4: Colisure Test
- C5: FT
- C6: m-ColiBlue 24 Test
- C7: Colitag Test
- C8: Heterotrophic Plate Count

**Inorganic Chemical:**

**A: Asbestos**

**TRACE METALS (TM)**

- C1: Lead, Copper
- C2: Arsenic, Barium, Cadmium, Chromium, Mercury, Selenium
- C3: Antimony, Beryllium, Nickel, Thallium
- C4: Aluminum, Calcium, Iron, Manganese, Molybdenum, Silver, Sodium, Vanadium, Zinc

**F: Fluoride**

**NO<sub>3</sub>/NO<sub>2</sub>:** Nitrate, Nitrite

**NONMETALS (INORG)**

- C1: Alkalinity, Calcium Hardness, pH, T. Dissolved Solids
- C2: Cyanide
- C3: Sulfate
- C4: Orthophosphate
- C5: Chloride, Hardness
- C6: Conductivity, Turbidity

**INORG DBPs\*:** Bromide, Bromate, Chlorate, Chlorite

**Organic Chemical:**

**PESTICIDES (P)**

- C1: Alachlor, Atrazine, Chlordane, Heptachlor, Heptachlor Epoxide, Lindane, Methoxychlor, Toxaphene
- C2: Endrin, Hexachlorobenzene, Hexachlorocyclopentadiene, Simazine
- C3: Carbofuran, Oxamyl (Vydate)
- C4: Aldicarb, Aldicarb sulfone, Aldicarb sulfoxide

**HERBICIDES (H)**

- C1: 2,4-D, 2,4,5-TP (Silvex), Pentachlorophenol
- C2: Dalapon, Dinoseb, Picloram
- C3: Diquat
- C4: Endothall
- C5: Glyphosate

**PCBs**

- C1: Aroclors
- C2: Decachlorobiphenyl

**THMs**

**VOC**

- C1: Phase 1
- C2: Vinyl Chloride
- C3: Phase I, Phase II
- C4: Phase V

**SOC**

- C1: Ethylene dibromide (EDB), Dibromochloropropane (DBCP)
- C2: Benzo(A)pyrene
- C3: Bis(2-ethylhexyl)adipate, Bis(2-ethylhexyl)phthalates
- C4: 2,3,7,8-TCDD (Dioxin)

**Org DBPs\*\*:** Bromochloroacetic Acid, Bromoacetic Acid, Dibromoacetic Acid, Chloroacetic Acid, Dichloroacetic Acid, Trichloroacetic Acid, Chloral Hydrate

**Radiochemical:**

**RAD 1-2**

RAD 1: Gross Alpha, Gross Beta, Iodine-131, Radium-226, Radium-228, Strontium-89, Strontium-90, Uranium, Photon Emitters

RAD 2: Gross Alpha, Gross Beta, Iodine-131, Radium-226, Radium-228, Strontium-89, Strontium-90, Uranium, Photon Emitters, Tritium

\* Inorganic Disinfection Byproducts, \*\* Organic Disinfection Byproducts

PC – Provisionally Certified

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DEPT OF GENERAL SERVICES  
DIVISION OF CONSOLIDATED LABORATORY SERVICES  
APPROVED LABORATORIES  
July 1, 2005-June 30, 2006

LAB	LAB NAME	ADDRESS	CITY	ZIP	CERTFD	MIC	A	TM	F	NO3/ MO-YR	INORG	P	H	PCB	THM	VOC	SOC	RAD	ORG	INORG		
																					C1-C4	C1-C4
00001	American Waterworks Service Co., Inc.	1115 S. Illinois St., Belleville Laboratory	Belleville, IL	62261	06-06				C12	C	C	C235	C1234	C12345		C	C2,3,4	C123			C	
00002	Express Analytical Services, Inc. 717-263-3222	375 Floral Avenue	Chambersburg, PA	17201-0306	06-06	C2,3,6																
00003	Fort Monmouth Environmental Testing Laboratory, 732-532-4359	Bldg. 173 Riverside Ave.	Fort Monmouth, NJ	7703	06-06	C3,6		C124	C	C		C123456				C	C234					
00004	Accutest Laboratories 732-329-0200	2235 Route 130, Bldg B	Dayton, NJ	08810	06-06	C1		C123	C	C	C123456		C1,2			C	C2,3,4					
00005	Appomattox River Water Authority 804-748-8627	21300 Chesdin Road	Petersburg, VA	23803	06-06	C2,3			C			C1,5,6				C					C	
00006	AMA Analytical Services 301-459-2640	4485 Forbes Blvd	Lanham, MD	20706	06-06		C	C1														
00007	Aardvark Water Testing Labs 703 250 7711	9506 Wallingford Drive	Burke, VA	22015	06-06	C4																
00008	STL-Pensacola 850-474-1001	11 East Olive Road	Pensacola, FL	32514	06-06			C134	C	C	C123456	C1				C	C2,3,4	C1				
00009	American Water Testing Company 434-793-7969	122 South Union Street	Danville, VA	24541	06-06	C2																
00010	Analytics Corporation- 880-888-0861	8040 Villa Park Drive, Suite 250	Richmond, VA	23228	06-06	C4		C1234	C	C	C123456		C1,2			C	C2,3,4	C1				
00011	Maryland Spectral Services, Inc. 410-247-7600	1500 Caton Center Drive	Baltimore, MD	21227	06-06												C2,3,4					
00012	Air, Water & Soil Laboratories Inc. 804-358-8295	2109-A North Hamilton Street	Richmond, VA	23230	06-06	C2, 4		C1234			C123456					C	C234	C1				
00013	Alta Analytical Laboratory, Inc. 916-933-1640	5070 Robert J. Matthews Pkwy	EI Dorado Hills, CA	95762	06-06												C4					
00014	NovaChem Laboratories, Inc. 513-523-3605	5172 College Corner Pike	Oxford, OH	45056	06-06																C	
00015	Aqua-Air Laboratory, Inc. 434-295-1716	627 Dice Street, P.O. Box 4006	Charlottesville, VA	22903	06-06	C2,4,7		C1,		C												
00016	Aqua Tech Environmental Consultants, Inc 1-800-858-8869	1776 Marion Waldo Road	Marion, OH	43301-0436	06-06			C123	C	C	C123456	C124	C12345	C1,2	C	C2,3,4	C123		C			
00017	Modern Industries, Inc. 814-724-6242	613 West 11th St.	Erie, PA	16512	06-06			C123														
00018	Pace Analytical Services, Inc.- Burlington 910-570-4661	1302 Belmont Street	Burlington, NC	27215-6935	06-06	C2,3,5																
00019	STL-Bellerica 978-667-1400	149 Rangeway Rd.	North Billerica, MA	01862	06-06		C															
00020	B & B Laboratory 434-372-3393	316 E. Third Street	Chase City, VA	23924	06-06	C4																
00021	Analytics Environmental Laboratory LLC 603-436-5111	195 Commerce Way Suite E	Portsmouth, NH	03801	06-06								C12345		C	C234	C1					
00022	Broward Testing Laboratory, Ltd. 954-776-7238	4416 N.E. 11th Ave.	Ft. Lauderdale, FL	33334	06-06	C2,6		C123	C	C	C13456	C1	C1,2			C	C2,3,4	C1		C		
00023	Aerobiology Lab Assoc., Inc. 703-648-9150	11800 Sunrise Valley Dr., Suite 300	Reston, VA	20191	06-06	C4																
00024	Inactive																					
00025	Big Stone Gap WTP 276-523-2968	505 E. Fifth Street, South	Big Stone Gap, VA	24219	06-08	C2																
00027	Water Tech Labs, Inc. 704-396-4444	P.O. Box 1056	Granite Falls, NC	28630	06-06	C2,3,5																
00030*	Universal Laboratory 757-865-0880	20 Research Drive	Hampton, VA	23666	06-06	C2		C1234	C	C	C123456					C						

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00333	AmeriSci Bio-Chem 804-763-1200	13635 Genito Road	Midlothian, VA	23112	06-06	C2														
00334	Inactive																			
00335	Tri-State Analytical Laboratory 423-926-6385	P.O. Box 2024	Johnson City, TN	37605	06-06			C12	C	C	C123		C1,2		C	C2,3,4	C1,2,3			
00336	Commerical Testing & Engineering Company 304-346-	Environmental Laboratory Svrs, 1258	Charleston, WV	25311	06-06			C12	C	C	C123456	C12	C1,2		C	C2,3,4	C1,2			
00340	Town of Leesburg 703-737-7110	P.O. Box 88	Leesburg, VA	22075	05-08															
00341	Eno River Laboritories, LLC 919-544-5729	2445 South Alston Ave.	Durham, NC	27713	06-06												C4			
00342	Three Springs Water Treatment Plant 540-289-6376	3275 Three Springs Road	McGaheysville, VA	22840	12-05	C4														
00345	U. S. Army Ctr for Health Protection & 410-436-8399	Preventive Medicine (Provisional), Aberdeen	Proving Ground, MD	21010 5422	06-06			C123	C	C		C1,2	C1,2		C	C2,3,4	C1,2,3	C2		
00350	Inactive																			
00355	Inactive																			
00360	U.S. Navy Environmental Preventive Medicine 757-444-7671	Unit #2, 1887 Powhatan Street	Norfolk, VA	23511 3394	05-07	C2														
00365	U. S. Navy Public Works Center 757-445-2919	Code 930 Bldgz Z-140, 9742 Maryland Avenue	Norfolk, VA	23511 3095	08-06	C2	C1													
00367	Inactive																			
00370	VDACS Regional Diagnostic Laboratory 540-434-3897	116 Reservoir Street	Harrisonburg, VA	22801	10-06	C4														
00375	VDACS Regional Diagnostic Laboratory 757-859-6221	34591 General Mahone Blvd.	Ivor, VA	23866	12-06	C4														
00380	VDACS Regional Diagnostic Laboratory 434-947-2518	4832 Tyreeanna Road	Lynchburg, VA	24504	10-07	C4														
00385	VDACS Regional Diagnostic Laboratory 540-347-	272 Academy Hill Road	Warrenton, VA	20186	12-07	C4														
00390	VDACS Regional Diagnostic Laboratory 276-228-5501	250 Cassell Road	Wytheville, VA	24382	04-07	C4														
00395	US Biosystems 561-447-7373	3231 NW 7th Avenue	Boca Raton, FL	33431	06-06			C1	C	C	C23	C1,2		C1	C	C2,3,4	C123			
00400	Virginia American Water Company 703-706-3867	2223 Duke Street	Alexandria, VA	22314	03-07	C3														
00405	Virginia American Water Company 804-458-8185	P.O. Box 60	Hopewell, VA	23860	08-07	C3														
00410	Virginia Beach City of-Water Testing Lab 757-563-1430	1925 Landstown Road Municipal Center	Virginia Beach, VA	23456	08-06	C2														
00412	Village Water Laboratory LLC	3923B Old Buckingham Rd	Powhatan, VA	23139	06-06	PC4														
00413	Meritech, Inc. 336-342-4748	642 Tamco Road	Reidsville, NC	27320	06-06	C2				C										
00415	Washington County Service Authority 276-628-7151	P.O. Box 1447	Abingdon, VA	24210	06-08	C4														
00416	Water Testing Labs of MD-Salisbury 410-860-2210	P.O. Box 4547	Salisbury, MD	21803 4547	06-06	C2,5														
00417	National Testing Lab. Inc 216-449-2525	556 South Mansfield Street	Ypsilanti, MI	48197	06-06	C2,3	C1								C1	C	C2,3,4		C	

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					CODE	THRU	C1-C8	C1-C4	NO2	C1-C6	C1-C4	C1-C5	C1-C2	C1-C4	C1-C4	C1-C2	DBPs	DBPs				
					MO-YR																	
00418	Inactive																					
00419	Lionville Laboratory Inc. 610-701-6100	208 Welsh Pool Road	Lionville, PA	19341 1333	06-06				C					C	C2,3,4							
00420	Winchester, City of Water Treatment Plant	P. O. Box 36	Middleton, VA	22645	10-07	C3																
00421	Analytical Laboratory Service, Inc. 717-944-5541	34 Dogwood Lane	Middletown, PA	17057	06-06			C12	C	C	C123	C1234	C1,2	C1,2	C	C2,3,4	C1					
00423	Water Chemistry Inc. 540-989-0400	3404 Aerial Way Drive	Roanoke, VA	24018	06-06	C2		C123	C	C	C12356											
00424	Pace Analytical Laboratories, Inc.- Eden 336-623-8921	370 West Meadow Road	Eden, NC	27288	06-06	C2																
00425	Wytheville, Town of 276-223-3322	P.O. Drawer 533	Wytheville, VA	24382 0533	10-06	C3																
00426	Inactive																					
00427	Inactive																					
00428	Inactive																					
00429	Inactive																					
00430	PSC Analytical Services 905-332-8788	5555 North Service Road	Burlington, Ontario,	L7L 5H7	06-06											C4						



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